

New Jersey Department of Education  
**Improving America's Schools Act (IASA)**  
**Class-Size Reduction Initiative**  
 Fiscal Year 2000

SUBMIT TO COUNTY OFFICE OF EDUCATION ONLY
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**AMENDMENT APPLICATION**

<input type="checkbox"/> <b>Individual LEA Applicant</b>		<input type="checkbox"/> <b>Consortium Applicant</b>	
<b>PROJECT CODE: CSR</b> ____ ____ ____ ____ <b>- 00</b>		<b>CLASS-SIZE REDUCTION INITIATIVE</b> <b>Award Amount: \$</b> _____	
<b>1. LEA:</b>		<b>2. County:</b>	
<b>3. Project Director:</b>		<b>3a. Tel. #:</b>	<b>3b. Fax #:</b>
<b>4. Address:</b>			
<b>5. Describe the reason(s) that the funds will not be expended as approved. (Attach additional sheets, as needed.)</b>			
<b>6. Board Secretary (Signature):</b>		<b>Board Approval Date:</b>	
<b>7. Approved by Chief School Administrator (Signature):</b>		<b>Date:</b>	
<b>FOR USE BY CONSORTIUM APPLICANTS ONLY</b>			
<b>8. <input type="checkbox"/> As the applicant agency for the consortium, I certify that all participating LEAs are in agreement with the changes set forth in this Amendment Application.</b>			
<b>FOR SEA USE ONLY</b>			
<b>County Office</b>	<input type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Denied</b>	<b>Signature:</b> _____ <b>Date:</b> _____
<b>OGMD</b>	<input type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Denied</b>	<b>Signature:</b> _____ <b>Date:</b> _____
<b>COPY DISTRIBUTION:</b> <b>County Office</b> <b>Chief School Administrator</b>			

## **DIRECTIONS FOR COMPLETING AMENDMENT APPLICATION**

**ALL AMENDMENT APPLICATIONS MUST BE SUBMITTED TO THE COUNTY OFFICE OF  
EDUCATION  
NO LATER THAN JUNE 30, 2000.  
AMENDMENT REQUESTS RECEIVED AFTER THAT DATE WILL BE DENIED.**

An Amendment Application must include:

- a brief but specific description of why funds will not be expended as originally approved;
- a revised Budget Statement;
- a revised Budget Detail;
- a revised Program Plan, if there is a change in the plan; and
- an assurance that all participating LEAs in a consortium agree to the amendment, if applicable.

### **Required Pages:**

#### **Title Page**

Check the applicable box (individual or consortium) and enter the CSR Project Number and award amount.

- 1-4. Complete all identifying information.
5. Provide a brief but specific description of why funds will not be expended as originally approved. Clearly indicate the changes proposed (e.g., the change in Program Plan or the transfer of funds between budget lines.)
6. Signature of Board Secretary and date of board approval for submission of amendment application.
7. Signature of Chief School Administrator and date.
8. If consortium applicant, check the box to confirm that all participating LEAs agree with the changes proposed in the amendment application.

#### **Budget Statement** (Required for budget changes)

Revise the approved Budget Statement from the originally approved application or a subsequently approved amendment to reflect the proposed budget changes. The proposed amended budget must take into account any prior allowable "less than 10% changes" made by the LEA.

#### **Budget Detail** (Required for budget changes)

Revise the Budget Detail from the originally approved application or a subsequently approved amendment to accurately reflect the proposed budget changes.

#### **Program Plan** (Required for changes in the program plan, Goals I and/or II)

Revise and attach the appropriate Program Plan pages from the originally approved application or a subsequently approved amendment to accurately reflect the proposed changes in the scope of the project. Clearly indicate the sections changed or added and the date of the amendment request. See the application directions for further instructions.

## New Jersey State Department of Education

**Class-Size Reduction Initiative**

Fiscal Year 2000

**Budget Statement - AMENDMENT**

LEA: \_\_\_\_\_

COUNTY: \_\_\_\_\_

PROJECT CODE: CSR \_\_\_\_\_-00

EXPENDITURE CATEGORY	FUNCTION & OBJECT CODES	TITLE VI CLASS-SIZE INITIATIVE			
		PROGRAM COSTS 82% Min.	PROFESSIONAL DEVELOPMENT 15% Max.	ADMINISTRATION 3% Max	TOTAL
<b>INSTRUCTION</b>					
Salaries of Teachers	100-101				
Other Salaries for Instruction	100-106				
Purchased Prof. & Tech. Services	100-300				
Other Pur. Serv. (400-500 series)	100-500				
Tuition	100-560				
General Supplies	100-610				
Textbooks	100-640				
Other Objects	100-800				
<b>SUBTOTAL INSTRUCTION</b>					
<b>SUPPORT SERVICES</b>					
Sal. of Supervisors of Instruction	200-102				
Sal. of Program Directors	200-103				
Sal. of Other Professional Staff	200-104				
Sal. of Secretarial & Clerical Assist.	200-105				
Other Salaries	200-110				
Personal Serv. - Employee Benefits	200-200				
Purchased Prof. - Ed. Services	200-320				
Other Purchased Prof. Services	200-330				
Purchased Technical Services	200-340				
Rentals	200-440				
Contracted Services - Transport. Other Than Betw. Home & School	200-516				
Travel	200-580				
Other Pur. Serv. (400-500 series)	200-590				
Supplies and Materials	200-600				
Indirect Costs	200-860				
Other Objects	200-890				
<b>SUBTOTAL - SUPPORT SERVICES</b>					
<b>FACILITIES ACQ &amp; CONSTR SERV</b>					
<b>Buildings (Use charge)</b>	400-720				
Instructional Equipment	400-731				
Noninstructional Equipment	400-732				
<b>SUBTOTAL - FAC ACQ &amp; CONSTR</b>					
<b>SCHOOLWIDE PROGRAMS</b>	520-930				
<b>TOTAL</b>					

LEA-Business Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

New Jersey Department of Education  
**Class-Size Reduction Initiative**  
Fiscal Year 2000  
**Budget Detail - AMENDMENT**

LEA\_\_\_\_\_

Project Code: CSR\_\_\_\_-00

EXPENDITURE CATEGORIES			BUDGET	JUSTIFICATION CODES
EXPENDITURE CATEGORY	FUNCTION/OBJECT CODES	DESCRIPTION/ITEMIZATION		

LEA-Business Administrator Signature\_\_\_\_\_ Date\_\_\_\_\_